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U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING REPORTS OF INSPECTION AND SUMMARIES  
OF PERFORMANCE ON RANGE LANDS AND APPLICATIONS FOR PAYMENT ON  
RANGE LANDS UNDER THE 1938 RANGE CONSERVATION PROGRAM IN  
THE NORTH CENTRAL REGION.

PART I. GENERAL PLAN

After Forms NCR-257, Reports of Inspection and Summaries of Performance on Range Lands, are completed in the county office, such forms will be transmitted to the State office where they will be checked for completeness and accuracy. Thereafter, Form NCR-259, Application for Payment on Range Lands, will be prepared for each ranching unit and the amount of payment due each applicant thereunder will be computed and entered thereon. NCR-259 will be prepared on the basis of the data shown on NCR-257. Applications for payment will then be transmitted to the county office. After applications for payment have been signed by the applicants and certified by the county committee they will be transmitted by the county office to the State office where they will be certified for payment if found to be regular in every respect. Forms which are found to be incomplete or incorrect will be returned to the county office for completion or correction.

PART II. INSTRUCTIONS FOR PREPARATION OF LIST OF NAMES OF PERSONS  
ELIGIBLE TO EXECUTE AN APPLICATION FOR PAYMENT ON RANGE LANDS.

In order that the State office may have a list of all persons eligible to execute an application for payment on range lands, an alphabetical list of the names of persons eligible to execute an application for payment on range lands must be prepared in the county office. Form NCR-222 with certain changes hereinafter set forth will be used in the preparation of this list and shall be prepared as soon as possible after the completion of Form NCR-255, Range Listing Sheet.

Preparation of Card File.

In order that the county office may have adequate records from which to prepare NCR-222R, a card file must be prepared as hereinafter set forth. Clerical assistants in the county office shall prepare a 3" x 5" card for each ranch operator who is eligible to execute an application for payment on range lands. Only those ranch operators whose ranches have been inspected and in connection with which Form NCR-253, 1938 Statement of Intentions and Designation of Range Building Practices, has been executed and filed in the county office prior to May 15, 1938, will be eligible to submit an application for payment on range lands.

For each ranching unit in connection with which an NCR-257 has been prepared, enter a check mark on NCR-255 to the left of the serial number for such ranching unit. For each ranching unit in connection with which Form NCR-253 was submitted by a ranch operator enter a check mark on NCR-255 to the left of the serial number for such ranching unit, unless a check mark has already been entered. When all Forms NCR-257 and all Forms NCR-253 have been checked against NCR-255, prepare a card for each ranch operator opposite whose name a check mark appears on NCR-255. Enter on such card the name of the ranch operator, the serial number of the ranching unit and the range inspector district number. All serial numbers should be preceded by the letter "R" and should be taken from NCR-255. When all cards for the county have been prepared arrange such cards in alphabetical order. The card file prepared for persons eligible to execute applications for payment with respect to range land shall be maintained separate from that prepared for persons eligible to execute applications for payment with respect to farm lands.

Preparation of Form NCR-222R.

An amended Form NCR-222 shall be used for listing the names of persons eligible to execute an application for payment on range lands. Such form shall be prepared in duplicate. Form NCR-222 shall be amended as follows: (1) Enter to the right of the form number the letter "R"; (2) delete from the title of the form the words "Only One Farm" and enter in lieu thereof the words "Range Lands"; and (3) delete the words "Township Code and Farm" in the heading of column (c) and insert in lieu thereof the words "Range Inspector District."

Enter the State and county code, the name of the State, the name of the county, and the sheet number in the spaces provided at the top of the form. The number "1" shall be assigned to the first sheet of NCR-222R and subsequent sheets thereof shall be numbered consecutively.

Using the card file as a guide, enter in column (a) the serial number shown on the first card and enter opposite such serial number in column (b) the name of the ranch operator. Enter in column (c) the range inspector district number shown on the card. Make no entries in column (d).

The original of NCR-222R must be transmitted to the State office either before or at the time the first transmittal of Forms NCR-257 is forwarded to the State office. The copy of NCR-222R shall be retained in the county office.

Correction of Form NCR-222R.

If changes or corrections are necessary after Forms NCR-222R have been forwarded to the State office, the State office shall be notified promptly of such changes or additions in the manner hereinafter set forth.

If it is found that one or more names were inadvertently omitted from NCR-222R, a supplemental sheet of NCR-222R listing such name or names

must be prepared. In such cases the word "Supplement" shall be typed above the title of the supplemental form. Otherwise the form shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as those used for regular Forms NCR-222R. For example, if the number of the last sheet of NCR-222R was "35" the first sheet of the supplemental NCR-222R shall be assigned the number "36". A memorandum indicating the reason for the inclusion of each name on the supplemental form must accompany such supplemental form when it is submitted to the State office.

If it is determined that a person whose name was listed on NCR-222R is not eligible to execute an application for payment with respect to the ranch for which a serial number was listed on NCR-222R, the State office shall be advised of this fact by memorandum and requested to delete the name of such person and the serial number for such person from NCR-222R. No supplemental NCR-222R should be prepared in such cases.

If a person whose name was listed on NCR-222R dies and it is determined that an administrator or executor or the heirs of the deceased are eligible to execute an application for payment with respect to the ranch in which such person had an interest, the appropriate card in the card file shall be corrected to show the name of such administrator, executor or heirs. A memorandum setting forth the facts of the case shall be forwarded to the State office together with a request that the necessary substitutions of names be made on the NCR-222R on file in the State office. The memorandum must include the address of the administrator, executor, or heirs of the estate, as the case may be. No supplemental NCR-222R should be prepared in such cases.

If a person whose name was listed on NCR-222R is adjudged incompetent or if a person whose name was listed on NCR-222R as administrator, executor, trustee, guardian, committee, receiver, conservator, or other fiduciary who is discharged from his representative capacity, the card for such person shall be corrected and the State office shall be notified with respect to the correction to be made on NCR-222R on file in the State office in a manner similar to that set forth in the preceding paragraph.

### PART III. INSTRUCTIONS FOR TRANSMITTING REPORTS OF INSPECTION AND SUMMARIES OF PERFORMANCE TO THE STATE OFFICE.

The first transmittal of Forms NCR-257 shall consist of not less than 50 percent of the total number of Forms NCR-257 for the county. The number of subsequent transmittals which may be made shall be fixed by the State committee.

When a sufficient number of Forms NCR-257 has been completed and checked and is ready for transmittal to the State office, an amended Form NCR-224 shall be used for listing the serial Nos. of Forms NCR-257. Such form shall be prepared in triplicate. Form NCR-224 shall be amended as follows: (1) Enter to the right of the form number the letter "R"; and (2) enter immediately above the title of the form the word "Range". All data on NCR-224R shall be typed.

Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-224R in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal, for example, if there were three sheets in the first transmittal, the first sheet in the second transmittal shall be assigned sheet number 4. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-224 being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted. For example, if sheets 11, 12, 13, and 14 are being transmitted, the line beneath the name of the State shall read "number of sheets included in transmittal 4, numbered 11 to 14, inclusive."

Arrange the Forms NCR-257 which are ready for transmittal in range inspector district and serial No. order and list the range inspector district and serial Nos. in Section I of NCR-224R. Not more than 100 serial Nos. shall be listed on one sheet of NCR-224R. If there are more than 50 Forms NCR-257 for any range inspector district, the serial Nos. of such Forms NCR-257 should not be listed on the same sheet of NCR-224R with the serial Nos. of Forms NCR-257 for other range inspector districts unless the total number of Forms NCR-257 for two or more range inspector districts is not more than 100, in which case the serial Nos. for the Forms NCR-257 for such range inspector districts may be listed on the same sheet of NCR-224R. For example, if there are ready for transmittal 100 Forms NCR-257 for range inspector district number 1, 125 for range inspector district number 2, 45 for range inspector district number 3, and 50 for range inspector district number 4, the serial Nos. for Forms NCR-257 for range inspector district number 1 should be listed on sheet number 1 of NCR-224R; approximately one-half of the serial Nos. of Forms NCR-257 for range inspector district number 2 should be listed on sheet number 2 of NCR-224R and the remainder on sheet number 3 of NCR-224R; and the serial Nos. for Forms NCR-257 for range inspector district number 3 and the range inspector district number 4 should be listed on sheet number 4 of NCR-224R. Enter in the first space in the last line of Section I of each sheet of NCR-224R the total number of serial Nos. listed in such Section I. Make no further entries on NCR-224R. The originals of Forms NCR-257 and the originals and first copies of Forms NCR-224R shall be forwarded to the State office. The second copies of NCR-224R and the copies of NCR-257 shall be retained in the county office.

In the event an error is found on Forms NCR-257 after such forms have been transmitted to the State office, the State office shall be notified of such error by means of a memorandum explaining the nature of the correction desired and the reason therefor. Reference shall be made to the range inspector district and serial Nos. of such Forms NCR-257 and to the sheet number of NCR-224R on which the serial Nos. of such forms NCR-257 were listed in order that the incorrect NCR-257 may be readily located. If it is deemed advisable, corrected Forms NCR-257 may be submitted with the memorandum to replace the incorrect forms.

Handling Suspended Reports of Inspection and Summaries of Performance.

All data appearing on Forms NCR-257 will be carefully checked in the State office. If an error in computation or an error in transferring data from NCR-255 to NCR-257 is found, the incorrect NCR-257 will be returned to the county office for correction. Each correction made on NCR-257 shall be initialed by the member of the county committee who signed the form.

Forms NCR-257 which have been returned to the county office for correction shall not be listed on the same sheet of NCR-224R with Forms NCR-257 which are being transmitted to the State office for the first time. The word "Corrected" shall be entered above the title of NCR-224R to indicate that the Forms NCR-257 listed thereon have been previously transmitted to the State office. Otherwise, the form shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as that used for regular Forms NCR-224R. Insofar as practicable all Forms NCR-257 which were returned to the county office for correction shall be returned to the State office at the same time. If a new Form NCR-257 is prepared to replace a Form NCR-257 which was returned to the county office for correction, both forms shall be forwarded to the State office. At the same time there shall be entered on the incorrect Form NCR-257 the words "Replaced by corrected Form NCR-257".

**PART IV. INSTRUCTIONS FOR HANDLING RANGE APPLICATIONS RECEIVED  
FROM THE STATE OFFICE.**

After applications for payment have been prepared in the State office and the amounts of payment to be made thereunder have been computed and entered thereon, the originals and two copies of such applications for payment will be transmitted to the county office for the signatures of applicants and the certification of the county committee. Such applications for payment will be accompanied by Form NCR-229R, "Transmittal Sheet for Range Applications for Payment" on which will be listed the serial Nos. of such applications for payment. The serial Nos. listed on NCR-229R and the serial Nos. on the applications for payment shall be checked to determine that all applications for payment, the serial Nos. of which are listed on NCR-229R, are present and that the serial Nos. of all applications for payment which are present are listed on NCR-229R. The State office shall be advised by memorandum of any discrepancies which are found.

The original of the application for payment shall be returned to the State office after it has been signed by the applicant and certified by a member of the county committee; one copy shall be retained in the county office; and the other copy shall be delivered to the applicant.

Community meetings shall be held where practicable for the purpose of obtaining signatures on applications for payment. The notices of such meetings should emphasize the fact that it is not contemplated that any adjustments in basic data will be permitted after the applications for payment are signed and that the applicants should come prepared to check the accuracy of the data appearing on their application for payment.

Applications for payment which are not signed at community meetings and which are mailed to applicants for signatures must be accompanied by a letter containing the following:

Mr. \_\_\_\_\_,

\_\_\_\_\_,  
\_\_\_\_\_

Dear Cooperator:

Enclose herewith are the original and two copies of your proposed application for payment under the 1938 Range Conservation Program covering the ranching unit in this county in which you have an interest.

Before signing this application for payment you should carefully examine the data shown thereon. If you have evidence showing that the payment or other data shown on your application for payment are not correct, please forward such evidence to this office immediately, in order that any necessary corrections may be made before you sign the application for payment. It is not contemplated that any claims for change in basic data will be allowed after the application for payment is signed.

Please sign all three copies of the application for payment in ink or indelible pencil in the space indicated by a check mark (); enter the date of signing and return the original and one copy to  
Mr. \_\_\_\_\_, Chairman, \_\_\_\_\_ County Agricultural Conservation Association, \_\_\_\_\_.

In signing your name please use the same spelling as that in the printed name unless your name as printed has been incorrectly spelled, in which case you should sign your name correctly and advise this office of the error in your printed name. If your printed name includes a middle initial, full middle name, no middle initial, or no middle name, your written signature should include a middle initial, middle name, no middle initial, or no middle name, as the case may be. If your correct address is not shown on the application for payment, notify this office of your correct address at the time your signed application for payment is returned to this office.

Do not make any change in any figures, in your printed name, or in your address as shown on the application for payment, as any such change may delay your payment.

The payment computed for your participation in the 1938 Range Conservation Program in this county is shown in Section III, line 10 of NCR-259.

Very truly yours,

Chairman, \_\_\_\_\_, County  
Agricultural Conservation Association

After applications for payment have been properly signed they shall be certified by a member of the county committee who shall sign in Section V of NCR-259. Such signatures shall be in ink or indolible pencil.

If it is noted that a correction has been made in any entry on NCR-259, such correction shall be initialed by the member of the county Committee who certified the application for payment.

If it is determined that there is an error in the printed name or address of the applicant as shown on the application for payment, the necessary corrections shall be made. Such corrections shall be initialed in the manner indicated above.

Insofar as practicable all applications for payment which are received from the State office in the same transmittal shall be returned to the State office at the same time. When applications for payment have been signed by the applicants and certified by a member of the county committee, an amended Form NCR-230 shall be prepared in triplicate. Form NCR-230 shall be amended as follows: (1) Enter to the right of the form number the letter "R"; and (2) enter immediately above the title of such form the word "Range." All data on NCR-230R shall be typed.

Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-230R in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. For example, if there were three sheets in the first transmittal, the first sheet in the second transmittal shall be assigned sheet No. 4. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-230R being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted. For example, if sheets 5, 6, and 7 are being transmitted, the line beneath the name of the State shall read "Number of sheets included in the transmittal 3, numbered 5 to 7, inclusive.

Arrange the applications for payment which are ready for transmittal in serial number order and list the serial numbers thereof in Section I of NCR-230R. Enter in the space in the last line of Section I of each sheet of NCR-230R the total number of serial numbers listed in such Section I. Not more than 50 applications for payment shall be listed on one sheet of NCR-230R. Make no further entries on NCR-230R.

When NCR-230R has been completed and checked, the originals of the applications for payment, together with the originals and first copies of NCR-230R shall be forwarded to the State office. The second copy of NCR-230R and a copy of each application for payment shall be retained in the county office.

Handling Suspended Applications for Payment.

All applications for payment will be checked upon their return to the State office. If it is found that an error has been made, a correction has not been properly initialed, or a signature has been omitted or improperly affixed, the application for payment will be suspended and returned to the county office for correction. A memorandum indicating the nature of the error will accompany the suspended applications for payment. Corrections shall be initialed in the manner heretofore set forth.

Applications for payment which have been returned to the county office for correction must not be listed on the same sheet of NCR-230R with applications for payment which are being transmitted to the State office for the first time. The word "Corrected" shall be entered above the title of NCR-230R to indicate that the applications for payment listed thereon have been previously transmitted to the State office. Otherwise, the forms shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as that used for regular applications for payment. Insofar as practicable, all applications for payment which were returned to the county office for corrections shall be returned to the State office at the same time.

**PART V. INSTRUCTIONS FOR MAILING SUMMARIES OF PERFORMANCE,  
APPLICATIONS FOR PAYMENT, AND RELATED FORMS.**

If the forms to be mailed weigh less than 4 pounds, such forms may be sent by the United States Postal Service without charge if it is indicated on the package that the Government free mailing privilege is being used. If the forms to be mailed weigh 4 pounds or more, they should be sent by parcel post in which case the postage shall be prepaid. All forms which are being mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Administration. However, under no circumstances shall envelopes of the Agricultural Adjustment Administration be sent to applicants for the return of such forms.

**PART VI. INSTRUCTIONS FOR HANDLING CASES INVOLVING UNDELIVERED  
CHECKS, LOST CHECKS, DECEASED OR INCOMPETENT APPLICANTS,  
ADJUSTMENTS AND REFUNDS.**

See Part VI of NCR-223.



